

Authorising a Representative

Victims Support Scheme

If you have applied for victims support, you can authorise someone to represent you. Your authorised representative can be a legal representative, someone from a support service or a family member or friend.

To authorise a representative, complete this form and send it to us by email or post. You need to send us a copy of your current government-issued identification with this form. If your authorised representative is a family member or friend, you will also need to send us a copy of their government-issued identification and provide their date of birth.

The Victims Support Scheme is administered by the Commissioner of Victims Rights.

Part 1: To be completed by the applicant for victims support

1. Your details

Title First given name Second given name(s)

Family name Date of birth / /

DAY MONTH YEAR

Home address

Suburb State Postcode Country

Email

2. Who do you want to be your authorised representative?

First given name Family name

Organisation (if applicable)

3. Which of your applications do you want this authority to apply to?

I want this person to be my authorised representative only for my Victims Support Scheme application reference number

I want this person to be my authorised representative for all Victims Support Scheme applications.

4. Who should we send correspondence to? Correspondence includes decisions made about your application(s).

I want to receive all correspondence about my application(s).

I want all correspondence about my application(s) to be sent to my authorised representative.

5. I understand that:

- by giving this authority, the Commissioner of Victims Rights, or their delegate, can get information from and provide information to my authorised representative for the purposes of my application(s)
- if my authorised person is a representative of a support service or law firm, this authority extends to that organisation
- despite giving this authority, my authorised representative cannot make changes to my contact details and bank account details without providing proof in writing of my specific instructions to do this
- despite giving this authority, my authorised representative cannot withdraw my application(s) without providing proof in writing of my specific instructions to do this
- any previous authorised representative(s) will no longer be able to act or enquire on my behalf, unless they are my parent or guardian.



A copy of your government-issued identification must be sent to us with this form.

Applicant's
signature

Date signed

/ /

DAY MONTH YEAR

Part 2: To be completed by the authorised person

6. Authorised person's details

First given name Family name

Organisation (if applicable)

Postal address

Suburb State Postcode Country

Telephone Mobile

Email

7. What is your relationship with the applicant for victims support?

I am their legal representative

I am from a support service

I am a family member or friend ▶ You must provide a copy of your government issued-identification with this form and provide your date of birth

DAY / MONTH / YEAR

Authorised person's signature

Date signed

DAY / MONTH / YEAR

Privacy notice

The information that you give on this form is collected, used, held and disclosed by the Commissioner of Victims Rights¹ in accordance with the [Department of Communities and Justice's \(DCJ\) Privacy Policy](#) for the purpose of administering the Victims Support Scheme and related functions under the *Victims Rights and Support Act 2013*. It is important you understand your privacy rights. For full information on how DCJ handles your information, please call us on **1800 633 063** or visit the [DCJ website](#).

¹Victims Services, Department of Communities and Justice, Locked Bag 5118, Parramatta (vs@dcj.nsw.gov.au).

Contact Victims Services

 **Call** the Victims Access Line on **1800 633 063** or the Aboriginal Contact Line on **1800 019 123**

 **Email** vs@dcj.nsw.gov.au

 **Visit** victimsservices.justice.nsw.gov.au

If you have a hearing or speech impairment, call the National Relay Service on **13 36 77** (TTY) or **1300 555 727** (Speak and Listen).

If you need an interpreter, call the Translating and Interpreting Service on **13 14 50**.